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September 30, 2005

**NSLP 2006-12**

**MEMORANDUM**

TO: ALL School Food Authorities

FROM: Pat Cook, Consultant  
Nutrition Education Programs  
Office of Child Nutrition and School Health

SUBJECT: Site Reviews

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A "School Foodservice Review Form" is attached. This form will assist you in completing the mandatory on-site review for each school in your district by **February 1, 2006**.

*By way of review, "no less than one on-site review of each school under a School Food Authority's (SFA) jurisdiction shall take place prior to February 1 of each school year. If the review discloses problems with a school's meal counting/claiming procedures the SFA shall: ensure that the school develops and implements a corrective action plan; and within 45 calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems."*

We are requesting that you conduct and document a site review, even if you only have one school. Please consolidate your findings regarding your site reviews on the enclosed documentation summary sheets for each school in your district and send the summary to the State Agency.

During the site visit, the reviewer is also required to document the amount of time a student has to eat and whether the principal is aware of the ramifications of the wellness policy. These two pages will need to be sent to the state agency for computation.

Please return the completed documentation sheets to:

**Nevada Department of Education  
Office of Child Nutrition and School Health  
1749 Moody Street, Suite 40  
Carson City, Nevada 89706**

Enclosure: Site Review Form  
Documentation Summary Sheet